

**Minutes**  
**Nevada State Emergency Response Commission (SERC)**  
**Information Technology (IT) Committee Meeting**

Cooperative Extension Conference Room  
2621 Northgate Lane, Suite 12  
Carson City, NV

April 5, 2007

**Members Present**

Richard Brenner, Co-Chair, SERC  
Carolyn Levering (Teleconferenced)  
Steve Noyes (Teleconferenced)  
Jeff Page (Teleconferenced)  
Douglas Webb (Teleconferenced)

**Members Absent**

Susan Crowley  
Doyle Sutton

**Staff**

Suzanne Adam  
Karen Kennard  
Samantha Ladich

**I. Call to Order**

Richard Brenner called the meeting to order at 9:00 a.m.

**II. Introductions**

Members and staff introduced themselves as shown above. Jeff Page was not available. A quorum was not present.

**III. \*Approval of the January 12, 2005 Meeting Minutes**

The Committee could not approve the meeting minutes without a quorum. Mr. Brenner advised until Mr. Page becomes available, the Committee should continue with the discussion.

**IV. New Business**

**A. \*Discussion/Review/Recommendation of possible amended contract for the Hazardous Materials Database**

Karen Kennard gave a summary of the spreadsheet provided to the committee members. Ms. Kennard explained the vendor had come down on the price of the centralized enterprise license, which would allow the counties to access the State system. Originally, the cost was \$1,500 per county. Because of a change to the vendor's version of software and business decisions, the price went up to \$10,800 per county. A special SERC meeting was called on March 8, 2007 to discuss this issue. The

Commissioners referred the issue to this Committee. Since the SERC meeting, Ms. Kennard, Mr. Brenner and Tim McAndrew have had contact with the vendor. The vendor adjusted the price of the centralized enterprise license bringing the total cost of the project to \$274,250. The SERC wanted the IT Committee's input and recommendations as to whether to continue with the project.

*Jeff Page connected with the teleconference at 9:05 a.m.*

Mr. Brenner asked what limitations the vendor placed on the changes for each of the counties and SERC. Ms. Kennard stated limitations would be access for 100 people at the State level. Each county would have access for 100 people, responders and planners, to the county information. The program can be set up for the regional teams to access the information for the adjacent counties they respond to.

Ms. Kennard advised when the vendor was told what the available amount was to spend on this project, the price of the centralized enterprise license was lowered to \$4,644 per county.

#### *Revisited Section III – Approval of Meeting Minutes*

With a quorum present, Carolyn Levering made a motion to approve the minutes of the January 12, 2005 meeting. Mr. Page seconded the motion which was approved unanimously.

#### *Revisited Section IV – New Business*

The discussion on the Hazardous Materials database continued. Ms. Kennard stated the vendor was willing to work with SERC. Doug Webb asked what the annual renewal requirements were going to be. Ms. Kennard advised the support of the system will be \$3,600 per year. In addition, there will be a contract through the vendor for MSDS (material safety data sheets) online, which will be \$1,000 per year. The enterprise license for the counties has a \$1,080 maintenance charge per county per year totaling \$18,000. Originally it was discussed the counties would take the maintenance charge out of SERC grants; or maybe increase the grant by that amount.

Steve Noyes, Dept. of Public Safety (DPS) Information Technology, advised DPS will house the server and hardware in its center. He also stated \$275,000 was a good price.

Ms. Kennard advised the project will take eight months for completion.

Mr. Page made a motion to recommend to SERC to amend the contract and proceed forward with this project. Ms. Levering seconded the motion which was approved unanimously.

**V. Public Comment**

There was no public comment.

**VI. \*Adjournment**

Mr. Page made a motion to adjourn the meeting at 9:20 a.m.

DRAFT